

KSWG VEHICLE UTILIZATION REPORT

VEHICLE ID NUMBER: **1 4** _____

VEHICLE LICENSE PLATE: _____

UNIT OF ASSIGNMENT: NCR-
KS _____

REPORT FOR:

MONTH: _____

YEAR: _____

NOTE: CAPR 77-1 , Para 9c MANDATES that each Corporate vehicle be cleaned (inside & outside) monthly and waxed at least once each (calendar) year. To validate compliance, please indicate date cleaned this reporting period and date of last wax job:

DATE CLEANED:

DATE OF WAX JOB:

FORM COMPLETED BY: _____

MAINTENANCE SUMMARY:			DATE DONE:	MILEAGE	
				DONE:	DUE:
SHOW THIS DATA EACH MONTH	Every 3000 miles OR see Owners Manual	OIL & FILTER CHANGE			
		LUBRICATION			
	COOLANT				
	TRANSMISSION FLUID				
	TUNE-UP				
	Every 10,000 miles	TIRE ROTATION			
SHOW THIS DATA ONCE	OTHER				
	MAINT:				

MONTHLY ACTIVITY SUMMARY		TOTAL TIMES USED	*TOTAL HOURS USED
*ROUND HOUR(S) TO NEXT FULL HOUR	ADMINISTRATION		
	CADET ACTIVITIES		
	MISSION SUPPORT		
	OTHER		
	TOTAL:		
Month's Ending Mileage:		Month's Beginning Mileage:	Mileage for Month: